



**INSTRUCTIONS FOR COMPLETING
APPLICATION FOR
ELECTRICIAN EXAMINATION
OR
RECIPROCAL ELECTRICIAN CERTIFICATE**

Attached is the state of Washington application for the journeyman or specialty electrician's certificate examination or for a reciprocal electrician certificate. To avoid delays in the processing of your application, please ensure that you have included all of the items on the checklist provided below: *(Applications received without all the information will be denied.)*

- ☐ Complete the entire application including the work history portion.
- ☐ Date and sign the application in the **Applicant's Signature** block.
- ☐ Include the \$75.60 fee. Make checks payable to: **Department of Labor and Industries**
- ☐ Supply original **Affidavits of Experience**, unless already on file with the department.

NOTES

- Verification of your experience must be submitted on an **Affidavits of Experience** form and must be **notarized**. The Affidavits of Experience form must be completed by:
 - An authorized representative for the electrical contractor; or
 - Your Training Director if you are enrolled in a formal apprenticeship program.See [RCW 19.28 and WAC 296-46B-945](#) for additional information on qualifying for the Washington electrician examination.
- To be accepted, all experience must have been legally obtained under the requirements of RCW 19.28, or as required in the state where the electrical work was performed, see WAC 296-46B-945.
- No self-verification of electrical training experience will be accepted.
- Washington hours will not be credited if you did not have a current electrical training certificate. RCW 19.28.161 (2) is very clear that you must have an electrical training certificate to learn the electrical trade.
- All General Journeyman applicants must have 8,000 hours of experience with at least 4,000 of that being in new commercial/industrial installation.
- All Residential, Pump & Irrigation, Sign, Limited Energy, HVAC/Refrigeration, and Nonresidential Maintenance Specialty Electrician applicants must have 4,000 hours of experience in the appropriate specialty.
- All Domestic Well, HVAC/Refrigeration-Restricted, Nonresidential Lighting Maintenance & Retrofit, Residential Maintenance, Restricted Nonresidential Maintenance, Appliance Repair, Equipment Repair and Door Gate & Similar Systems Specialty Electrician applicants must have 2,000 hours of experience in the appropriate specialty. (See [WAC 296-46B-945](#) & Table 945-1 for important information.)
- **Reciprocal Applications:** You must submit a copy of your current Alaska, Arkansas, Utah, Colorado, Wyoming, Montana, North Dakota, South Dakota, Nebraska, Minnesota, or Massachusetts electrician's certificate. The reciprocal agreement is limited to (01) general journeyman electricians.
- You will be notified by mail if your application is approved or denied. If your application is approved the department will mail your approval letter with the contact information for the exam contractor. A separate fee for the electrical examination must be paid directly to the exam contractor. You will be responsible for scheduling your examination with the exam contractor. You can obtain information to study for the examination on the electrical website under Exam Information.
- Allow at least 4 weeks processing time under normal circumstances.
- Once you successfully pass the examination or get approved for a reciprocal certificate the department will mail your certificate to you within approximately 4 weeks.
- You must keep your electrical training certificate current until you pass the examination. If you take and pass a specialty electrician examination, you will also need to maintain your electrical training certificate, if you work outside the scope of that specialty. (Example: You have a residential electrician certificate but you want to work on a commercial job; you must have an electrical training certificate and work under the proper supervision.)

MAIL APPLICATION AND FEE TO:
 Department of Labor and Industries
 Electrical Licensing & Certification
 PO Box 44460
 Olympia WA 98504-4460
 360-902-5269
 www.Lni.wa.gov



APPLICATION FOR
 ELECTRICIAN EXAMINATION
 OR
 RECIPROCAL ELECTRICIAN
 CERTIFICATE

ENCLOSE A CHECK OR MONEY ORDER PAYABLE TO: Department of Labor and Industries

FEE: \$75.60

NOTE: A separate fee for administering the examination must be paid directly to the exam contractor.

Name (Last name, first name, middle initial)			Birth Date
Mailing Address			Social Security Number
City	State	Zip Code	Daytime Phone (Include area code)
Join the electrical listserv for email updates & notices at www.lni.wa.gov/Main/Listservs/Electrical.asp or by providing your email address here:			

I am applying for: ☐ Electrician Examination
☐ Reciprocal Electrician Certificate

I am applying for the certificate type checked below: (see WAC 296-46B-920 for scope of work details)

- | | |
|---|---|
| <input type="checkbox"/> (01) General Journeyman | <input type="checkbox"/> (07) Nonresidential Maintenance |
| <input type="checkbox"/> (02) Residential | <input type="checkbox"/> (07A) Nonresidential Lighting Maintenance and Retrofit |
| <input type="checkbox"/> (03) Pump and Irrigation | <input type="checkbox"/> (07B) Residential Maintenance |
| <input type="checkbox"/> (03A) Domestic Well | <input type="checkbox"/> (07C) Restricted Nonresidential Maintenance |
| <input type="checkbox"/> (04) Signs | <input type="checkbox"/> (07D) Appliance Repair |
| <input type="checkbox"/> (06) Limited Energy System | <input type="checkbox"/> (07E) Equipment Repair |
| <input type="checkbox"/> (06A) HVAC/refrigeration Limited Energy System | <input type="checkbox"/> (10) Door, Gate, and Similar Systems |
| <input type="checkbox"/> (06B) HVAC/refrigeration - Restricted | |

Have you previously been a certified electrician or trainee with this agency? ☐ Yes ☐ No

Is this your first application for an electrician exam or reciprocal certificate with this agency? ☐ Yes ☐ No

Are all of your affidavits of experience already on file with the department?

☐ Yes, then you do not have to submit additional affidavits of experience.

☐ No, then you must submit additional affidavits of experience.

All applications and documents submitted must be originals and become the property of the department.

Employment History:

Name of employer	Date From	Date To
Address	City	State Zip Code

Position—Job Duties

Name of employer	Date From	Date To
Address	City	State Zip Code

Position—Job Duties

I declare under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct

Date	Applicant's Signature
------	-----------------------

Approved? <input type="checkbox"/> <input type="checkbox"/>	Reason Code	Cross-ref. with prev. certificate #:	A/C	Update hours?	Initials	Date
E <input type="checkbox"/> R <input type="checkbox"/> Yes No	Reason Code	From To	A/C	Initials	Date	



AFFIDAVIT OF EXPERIENCE

(Time frame cannot exceed 24 months per affidavit)
Update fee of \$44.90 required if not submitted with renewal

Please read this information before completing the affidavit form below:

- There can be no errors, whiteouts, alterations or additions on this form and you must submit the original. Print clearly.
- The department cannot credit hours worked during any times that the electrical training certificate or electrical contractor license were not active. Do not report any such hours on the affidavit. Each time frame requires a separate affidavit.
- An affidavit needs to be filled out for each continuous time frame of hours worked. If the trainee stops doing electrical work for any period of time, that time frame ends and a new one begins. Each time frame requires a separate affidavit.
- See WAC 296-46B-920 about scope-of-work for electrical specialties. All training hours must be separated and submitted in the proper category.
- Work in the (01) category requires supervision by a (01) journeyman electrician in a ratio of 1 electrician to 1 trainee.
- Work in the specialty categories requires supervision by a journeyman or specialty electrician in a ratio of 1 electrician to 2 trainees.
- If the experience is from out of state you must provide verification of your experience as defined in WAC 296-46B-945 (5-8).
- Electrical training hours gained in specialties requiring less than 4,000 hours (2 years) for certification may not be credited toward qualification for journeyman electrician. See WAC 296-46B Table 945-1 for details.

I _____ affirm and certify that
PRINT name of Administrator/Master Electrician, Authorized Electrical Contractor's Representative or approved Training Director
_____ has worked in Washington as an employee of
PRINT name of trainee _____ Training Certificate or Social Security No. _____
_____ performing electrical installations inspected
PRINT name of company or training program _____ UBI or license number _____
under RCW 19.28 continuously from _____ to _____ and that the work was performed
Month Day Year Month Day Year
with ☐ 75% or ☐ 100% direct supervision under a Washington certified journeyman, master or specialty electrician,
in the category and the number of hours indicated below.

Hours	Category	Hours	Category
_____	(01) (General) Commercial/New Industrial	_____	(07) Nonresidential Maintenance
_____	(02) Residential	_____	(07A) Nonresidential Lighting Maintenance
_____	(03) Pump and Irrigation	_____	(07B) Residential Maintenance
_____	(03A) Domestic Well	_____	(07C) Restricted Nonresidential Maintenance
_____	(04) Signs	_____	(07D) Appliance Repair
_____	(06) Limited Energy System	_____	(07E) Equipment Repair
_____	(06A) HVAC/refrigeration Limited Energy	_____	(10) Door, Gate, and Similar Systems
_____	(06B) HVAC/refrigeration - Restricted		

I hereby certify that the statements on this affidavit are true and accurate to the best of my knowledge. I acknowledge that the department may issue citations for false statements or material misrepresentation, per RCW 19.28 & WAC 296-46B.

Date _____ Signature of Administrator/Master Electrician, Authorized Electrical Contractor's Representative or approved Training Director

Signature must be notarized

Notary
Seal

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE	MY COMMISSION EXPIRES ON
NOTARY PUBLIC IN AND FOR THE STATE OF	RESIDING AT

Notary signature

I hereby certify that the statements on this affidavit are true and accurate to the best of my knowledge and request that these hours be credited to my electrical training file. I acknowledge that the department may deny this affidavit, issue citation, and subtract up to 2000 hours from my total hours of experience, if I make a false statement or misrepresent the hours on this affidavit, per RCW 19.28 & WAC 296-46B.

Date _____ Signature of Applicant

Signature must be notarized

Notary
Seal

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE	MY COMMISSION EXPIRES ON
NOTARY PUBLIC IN AND FOR THE STATE OF	RESIDING AT

Notary signature

Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason Code	Lapse	From	To	A/C	Initials	Date
----------	--	-------------	-------	------	----	-----	----------	------